

TRAVEL EXPENSE CLAIM

See Instructions and *Privacy

Statement below

STD.262 (REV. 6-93c)

Page of Pages

CLAIMANT'S NAME Lynn L. Jacobs				SOCIAL SECURITY NUMBER				DEPARTMENT HCD							
POSITION Director				Bargaining Unit # E 99		DIVISION OR BUREAU Executive Office				INDEX 5103		PCA 50001			
RESIDENCE ADDRESS						HEADQUARTERS ADDRESS 1800 Third Street, Suite 450				TELEPHONE NUMBER 916 445-4775					
CITY Sacramento				STATE CA		ZIP CODE 95833		CITY Sacramento				STATE CA		ZIP CODE 95811	

(1) MONTH /YEAR		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION				(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY	
(2) Mar-09				BREAK-FAST	LUNCH	O.T., L/T, NC, RELO. OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D) PRIVATE CAR USE			
DATE	TIME										MILES			AMOUNT
3/26	0923	Sacramento						PC	15.75	4	2.20		17.95	
3/27		Drove to Sacramento A/P						PC		12	6.60		6.60	
3/27	1850	Sacramento to Burbank									-		-	
3/30		Los Angeles			10.00		28.05	RC	6.75		-		44.80	
4/1		Ontario					8.52	RC			-		8.52	
		Ontario to San Jose									-		-	
		San Jose to Monterey	97.46					RC	19.00		-		116.46	
4/2		Monterey	97.46					RC	19.00		-		116.46	
4/3		Monterey to Sacramento					27.92	RC	4.00		-		31.92	
		Sacramento						PC	36.00		-		36.00	
	2100	End of Trip									-		-	
											-		-	
											-		-	
											-		-	
											-		-	
											-		-	
(10) SUBTOTALS			194.92	-	10.00	-	-	64.49	-	100.50	16.00	8.80	-	378.71
COLUMN CODE (ACCTG. USE ONLY)														

CLAIM TOTAL

\$ 378.71

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

3/26 - Director Jacobs attended a CalHFA Board of Directors Meeting in Sacramento. 3/27 -Drove to Sacramento A/P...Flight from Sacramento to Burbank. No lodging incurred/stayed w/ relatives. 3/30 -Meetings in Los Angeles with Secretary Bonner and Katherine Perez. No lodging incurred...stayed w/ relatives. 4/1 - Speaking Engagement at the Southern CA Blueprint Workshop in Ontario. Drove to Ontario A/P and returned car. Flight from Ontario to San Jose...picked up car and drove to the California Redevelopment Agency Conference in Monterey. 4/2 - CRA Meetings and Caucuses. 4/3 - Speaking Engagement at CRA Conference. Drove from Monterey to Sacramento and returned car at the Sacramento A/P...

(12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

0.55

AGENCY ACCOUNTING OFFICE
USE ONLY

PAID BY REV. FUND CHECK No.

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE

DATE

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

DATE

Lynn L. Jacobs

05/04/09

Elliott Mandell

05/04/09

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)

DATE

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CITY Sacramento			STATE CA		ZIP CODE 95833		CITY Sacramento			STATE CA		ZIP CODE 95811	

(1) MONTH / YEAR		(2) DATE	(2) TIME	(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION				(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
						BREAK-FAST	LUNCH	O.T., LT, NC, RELO. OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D) PRIVATE CAR USE MILES AMOUNT		
Apr-09				Sacramento							PC	6.00	4 2.20		8.20
				Drove to Sacramento A/P							PC		12 6.60		6.60
4/8	1130			Sacramento to Santa Ana									-		-
4/10				Ventura						17.21	RC		-		17.21
4/12	1800			Burbank to Sacramento							PC	36.00	-		36.00
				End of Trip									-		-
4/14	1000			Drove from Sacramento to Napa							PC		60 33.00		33.00
				Napa Site Tour							PC		5 2.75		2.75
	1800			Drove Back to Sacramento							PC		65 35.75		35.75
				End of Trip									-		-
													-		-
													-		-
													-		-
													-		-
													-		-
													-		-
													-		-
(10)				SUBTOTALS	-	-	-	-	-	17.21	-	42.00	146.00 80.30	-	139.51

COLUMN CODE (ACCTG. USE ONLY)

CLAIM TOTAL

\$ 139.51

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

4/8 - Meeting at the Capitol w/Mike Proso -- Drove to Sacramento A/P -- Flight from Sacramento to Santa Ana -- Speaking Engagement in Newport Beach for ULI Leaders Program...No lodging incurred...stayed w/ relatives. 4/9 - Meetings in Thousand Oaks w/ Ray Pearl (CHC Director)...No lodging incurred...stayed w/ relatives. 4/10 - Meetings w/ Bill Watkins UCSB State Board... dropped off Rental Car. 4/12 - Rode to Burbank A/P w colleague... Flight from Burbank to Sacramento. 4/14 - Drove from Sacramento to Napa for CDAC Speaking Engagement and from there met w/ Keith Rogal for a site tour of Napa Pipe. Drove Back to Sacramento.

(12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

0.55

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(2)				BREAK- FAST	LUNCH	O.T., L/T, NC, RELO. OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D) PRIVATE CAR USE			
DATE	TIME										MILES	AMOUNT		
Apr-09														
4/15		Sacramento						PC	15.00	4	2.20		17.20	
								PC	10.50	2	1.10		11.60	
								PC	3.00	2	1.10		4.10	
								PC	4.50	2	1.10		5.60	
4/16		Sacramento						PC	18.75	2	1.10		19.85	
								PC	6.00	2	1.10		7.10	
4/17		Sacramento						PC	7.00	4	2.20		9.20	
4/20		Sacramento						PC	4.50	4	2.20		6.70	
4/22		Sasramento						PC	13.50	4	2.20		15.70	
4/27		Sacramento						PC	0.75	4	2.20		2.95	
								PC	3.50	4	2.20		5.70	
4/28		Sacramento						PC	18.00	4	2.20		20.20	
													-	
													-	
													-	
(10) SUBTOTALS			-	-	-	-	-	-	-	105.00	38.00	20.90	-	125.90
COLUMN CODE (ACCTG. USE ONLY)														

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

4/15 - Director Jacobs made Opening Remarks to the CBIA Legislative Conference -- Directors/ Commissioners Meeting at BTH --BIA Annual Legislative Reception---League of Cities Legislative Reception and meetings w/ CBIA Board Members. 4/16 - Director Jacobs participated in CBIA workshops and Governmental Affairs Committee Meetings. 4/17 - Director Jacobs attended CBIA Board of Directors Meetings. 4/20 - Director Jacobs had Pre-Budget meetings at the Capitol. 4/22 - Pre-Budget and Permanent Source Meetings at the Capitol. 4/27 - Met w/ Traci Stevens at BTH and attended Housing CA Conference Gala. 4/28 - Housing CA Keynote Speaker and actively participated in 3 workshops... and attended a meeting at the Capitol.

(12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

0.55

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(2) Apr-09				BREAK-FAST	LUNCH	O.T., L/T, NC, RELO. OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D) PRIVATE CAR USE			
DATE	TIME										MILES	AMOUNT		
4/29	1400	Sacramento to Monerthey	Comp					PC		190	104.50		104.50	
4/30		Monterey	Comp										-	
5/1		Monterey to Sacramento						PC	4.00	190	104.50		108.50	
	1600	End of Trip									-		-	
											-		-	
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											-		-	
(10) SUBTOTALS			-	-	-	-	-	-	-	4.00	380.00	209.00	-	213.00
COLUMN CODE (ACCTG. USE ONLY)														

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

4/29 - Director Jacobs drove from Sacramento to Monterey to participate in the CALCOG Conference. Lodging was complimentary. 4/30 - Participated in the CALCOG Board Meetings and Workshops. 5/1 - Keynote Speaker at the CALCOG Conference...Drove from Monterey to Sacramento HQ...End of Trip.

(12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

0.55

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